

AGI Village

CARTS- Lot IV Opportunity Number	CARTS-12-KOL-0008
Key Dates	
Proposal Submission Date due by 2:00 PM*:	Saturday, July 28, 2012
Proposal Validity	120 Days
RFP Questions due by 4:00 p.m.*:	Monday, July 09, 2012
(*All times are Eastern Time)	
Points of Contact	
Acquisition Center POC:	US ARMY PEO STRI ACQUISITION CENTER Attn: Marie Bittikofer 12350 Research Parkway Orlando, FL 32826 Telephone: 407-208-5086 E-mail: marie.bittikofer@us.army.mil
Alternate POC:	Lisa Parker Telephone: 407-380-4054 E-mail: lisa.c.parker@us.army.mil
Submission Requirements	
Format:	Microsoft Word 2003 or 2007
Font:	Arial or Times New Roman; no smaller than 10-point font
Page Size:	8 1/2 X 11
Fold Outs:	11 X 17 For Tables and Graphs Only
Margins:	1" on all sides
Orientation:	Portrait. Fold-outs may be landscape.
Tables and Figures:	No smaller than 10-point font. May be landscaped.
Transmission method:	<p>Volume I (Technical) and Volume II (Price) shall be submitted to the Contract Specialist with three (3) hard copies and two (2) electronic copies included in the submission.</p> <p>The Government does not authorize submission of telegraphic or facsimile offers for this solicitation. The Offeror shall mark the outside shipping container with the RFP Number for this solicitation. Offerors shall mail or hand-carry proposals to the Contract Specialist.</p> <p>If the Offeror hand-carries the proposal and/or any final proposal revision (as applicable), the Offeror shall notify the Contract Specialist by email or phone, at least 24 hours in advance of the intent to hand deliver the proposal. The email must include the name of the organization, along with the name and phone number of the individual delivering the proposal in order to arrange a delivery time.</p> <p>For a hand-carried proposal, the Offeror shall obtain a Proposal Receipt Form from the Contract Specialist. The Contract Specialist will annotate the date and time of proposal receipt, the number of boxes received and signs in the "Signature of Contract Specialist" portion of the form. The Contract Specialist will also provide a copy of the Proposal Receipt Form to the Offeror. The Contract Specialist's signature only denotes the receipt of the proposal; she/he is not responsible for the proposal delivery content or condition.</p>
Electronic Submission Requirements	Each volume is a separate electronic file on CD per the below instructions.
Markings:	All printed pages shall be marked: "SOURCE SELECTION INFORMATION – SEE FAR 2.101 and 3.104"
Transmittal Letter and Title Page:	The Offeror shall submit a Transmittal letter which specifies the extent of agreement with all terms, conditions and provisions included in the solicitation. Any amendments to the solicitation shall be acknowledged and accepted within this transmittal letter. Exceptions, deviations and waivers to the solicitation will not be accepted with the proposal. If an Offeror has any issues with the terms and conditions of the solicitation, they shall notify the PCO well in advance of the proposal due date. Each volume will contain: Title of Proposal, CARTS Opportunity Number, Proposal Volume, Offeror's Name and copy number (if applicable).
Instructions, Conditions and Notices to Offerors	
1.	All proposals must clearly and convincingly demonstrate that the Offeror has a thorough understanding of the requirements and associated risks, and is able, willing, and competent to devote the resources necessary to meet the requirements and has valid and practical solutions for all requirements. Mere reiteration of the requirement or standard reference material is discouraged. It is your responsibility to present enough information to be meaningfully evaluated without discussions. In presenting material in this proposal, offerors are advised that quality of information is more important than quantity. Elaborate brochures or other presentations beyond that sufficient to present a complete and effective proposal, are neither necessary nor desired.

2.	Offerors must assume any data they have previously submitted in response to another solicitation, whether to PEO STRI or another agency will be unavailable during this proposal evaluation and source selection process. Offerors will not incorporate data into this proposal by referring to another proposal or other source. Any references to sources not provided with an Offeror's proposal will not be considered.
3.	If a discrepancy exists between the original paper copy of the proposal and the electronic copy required to be submitted, the electronic copy will take precedence.
4.	The Government reserves the right to request additional information after receipt of Offeror's response to the solicitation.
5.	The proposal shall be valid for not less than 120 calendar days from the proposal due date.
6.	The Government may reject any proposal that is evaluated to be unrealistic in terms of program commitments and technical capability, including contract terms and conditions, or unrealistically high or low in cost/price when compared to the Government's estimates, such that the proposal is deemed to reflect an inherent lack of competence or failure to comprehend the complexity and risks of the program.
7.	For the purposes of this acquisition, proposals shall not contain Classified information.
8.	Interested parties shall submit questions regarding this solicitation by electronic mail to marie.bittikofer@us.army.mil with the solicitation number in the subject line. The Government will answer all questions to all offerors electronically provided it receives those questions by 4:00 p.m. ET 9 Jul 2012. The Government may issue one or more solicitation amendment(s) prior to the deadline for final proposal submissions based on the questions received. Questions received after the deadline may not be answered prior to proposal submission. The Government does not anticipate extending the closing date for receipt of offers. Accordingly, offerors are encouraged to carefully review all solicitation requirements and submit questions to the Government by the date identified in the solicitation.
9.	Offerors are cautioned that in order for their proposal to be eligible for award, the proposal shall be in compliance with the terms and conditions set forth in the solicitation.
10.	Offerors are advised that proposals shall be accepted only from those proposing as prime contractors under CARTS Lot IV. Such offerors shall be responsible for submitting complete proposal packages containing all components of the proposal inclusive of any team member or subcontractor proposal information. Pricing data, or other information which may be considered proprietary to team members or subcontractors, shall be submitted with the prime contractor's proposal in a separate sealed envelope.
11.	If an offeror believes that the requirements and/or instructions in the solicitation contain an error, omission, or are otherwise unsound, the offeror should notify the Contracting Officer in writing with supporting rationale no later than ten (10) days after the release of the solicitation.
12.	The Government will provide all offerors feedback, upon their request, in the form of a copy of the completed Requirements Matrix after award of the Delivery Order.
13.	<p>Submission, modification, revision, and withdrawal of proposals: Offerors are responsible for submitting proposals, and any modification, or revisions, so as to reach the Government office designated in the solicitation by the time specified in this solicitation. Any proposal, modification, or revision received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless, it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and --</p> <p>(1) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals; or</p> <p>(2) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or</p> <p>(3) It is the only proposal received.</p> <p>However, a late modification of an otherwise successful proposal that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.</p> <p>Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.</p> <p>If an emergency or unanticipated event interrupts normal Government processes so that proposals cannot be received at the office designated for receipt of proposals by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.</p> <p>Proposals may be withdrawn by written notice received at any time before award. Proposals may be withdrawn in person by an offeror or an authorized representative, if the identity of the person requesting withdrawal is established and the person signs a receipt for the proposal before award.</p>

14.	<p>5152.215-5001 WRITTEN RELEASE FOR USE OF NON-GOVERNMENT PERSONNEL IN EVALUATION OF PROPOSALS (PEO STRI) (SEP 2007)</p> <p>(a) Offerors are hereby notified that non-government participants will have access to the offerors' proposals. The non-government participant is an employee of <u>Electronic Consulting Service</u> under contract to the Government. She/he will serve as a technical advisor to the Government and will be authorized access to only those portions of the proposal data and discussions that are necessary to enable her/him to provide specific technical advice on specialized matters or on particular problems. All non-government personnel have signed certificates of non-disclosure and financial interest, or their equivalent documents.</p> <p>(b) An offeror's submission of a proposal in response to this solicitation constitutes approval for disclosure of proprietary information contained within the proposal to non-government participants involved in the source selection.</p> <p>(c) If the contractor is not willing to provide this consent, written notification to the Procuring Contracting Officer (PCO) is required no later than <u>10</u> days prior to the proposal delivery date.</p> <p>(End of Clause)</p>
15.	The Government intends to evaluate proposals and award a contract without discussions with Offerors. Therefore, each offer should contain the Offeror's best terms from a technical and price standpoint. However, the Government reserves the right to conduct discussions and request proposal revisions, if necessary. If a competitive range is established, the Government may limit the number of proposals to the greatest number that will permit an efficient competition among the <u>most highly qualified proposals</u> .
16.	The Government reserves the right to award no contract or one contract depending on the quality of the proposal(s) submitted and the availability of funds.
17.	Government initiated exchanges with Offerors after receipt of a proposal do not constitute a rejection or counteroffer.
18.	Multiple offers or alternative offers will not be accepted.
19.	FAR 52.216-1 Type of Contract (Apr 1984) The Government contemplates award of a Firm Fixed Price Delivery Order resulting from this solicitation.

CARTS Opportunity Number:		CARTS-12-KOL-0008		AGI Village		
SECTION L PROPOSAL SUBMISSION INSTRUCTIONS and SECTION M EVALUATION CRITERIA:						
Volume I - 1.0 Technical						
	Section L		OFFEROR Submission Instructions	Page Limit	Section M	GOVERNMENT Evaluation Criteria
	Technical	<p>(1) The offer shall include a technical description of the items being offered in sufficient detail to determine compliance with the requirement in the Statement of Work (SOW). (Attachment 1). This may include product literature, or other documents, if necessary. The proposal shall be clear, concise and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The proposal should not simply rephrase or restate the Government's requirements, but rather, shall provide convincing rationale to address how the offeror's products meet these requirements. Offerors shall assume that the Government has no prior knowledge of their product and will base its evaluation on the information presented in the offeror's proposal.</p> <p>(2) The offeror shall complete the Requirements Matrix (Attachment 4) which clearly demonstrates how their product meets the requirements. At a minimum all requirements must be met. Offerors shall identify, in the notes section of the Requirements Matrix, the page number of the proposal that demonstrates how their product(s) meet the Government requirement. Failure to meet a Government stated requirement may deem the offeror's proposal unacceptable; which may render an offeror ineligible for award. It is incumbent upon each offeror to provide documentation that clearly supports the offeror's ability to meet the requirements of the SOW.</p>		25		The Government will evaluate proposals to determine compliance with all requirements of the solicitation, including any attachments and exhibits. The Government will evaluate each proposal strictly in accordance with its content. The Government will not assume that the performance will include areas not specified in the Offeror's proposal. The Government will evaluate the offeror's proposal against the minimum requirements set out in Attachment 4 "Requirements Matrix" to determine whether the proposal is "Acceptable" or "Unacceptable" using the rating and descriptions provided below. An offeror's technical proposal will not be found Acceptable unless all the minimum requirements are found Acceptable. A rating of Unacceptable for any requirement will cause the entire technical proposal to be found Unacceptable and may cause the offeror not be considered for award.
			Volume I Page Limit:	25		
Volume II - 2.0 Pricing and Other Information WARNING: No Cost/Pricing Information shall be included in any volume other than the Price Volume II						
	Section L		OFFEROR Submission Instructions	Page Limit	Section M	GOVERNMENT PRICING Evaluation Criteria
	Pricing	<p>1. The offeror shall provide prices for each contract line item (CLIN) of Section B. The offeror shall provide a Firm Fixed Price for each FFP CLIN. The offeror shall not price the T&M CLIN. T&M rates included under the CARTS basic contracts will be incorporated into the resultant delivery order for use in support of the T&M CLIN. If the Awardee does not have established T&M rates, then the rates will be negotiated after award of the delivery order.</p>		No Page Limit		<p>The Government will analyze Offeror's proposed prices by summing together the total of all Firm Fixed Priced CLIN/SLIN prices to arrive at a total evaluated price. The Government will evaluate the Offeror's proposal to determine if prices are fair and reasonable in accordance with FAR 15.404-1(b). Line items described as T&M will not be included in the total evaluated price and Offerors are not required to price these items.</p> <p>NOTE: No Cost/Price information shall be included in any volume other than the Pricing volume.</p>
						Basis for Award

	1.	The award will be made utilizing the Lowest Price Technically Acceptable (LPTA) Source Selection Process. Award will be made in accordance with the evaluation criteria set forth in Attachments 3 and 4 of the solicitation. PEO STRI Local Clause 5152.215-5008 BASIS FOR AWARD (PEO STRI) (SEP 2006) (a) Award will be made to that responsible offeror proposing the lowest price for supplies or services meeting the requirements of the solicitation. (b) All proposals will be evaluated for technical acceptability. Proposals that do not conform to the requirements of the solicitation may be rejected without further evaluation, deliberation or discussion. The lowest priced, technically acceptable offer submitted by a responsible offeror will be awarded the contract. (End of Clause)
	2.	The Government will evaluate proposals to determine compliance with all requirements of the solicitation, including any attachments and exhibits. The Government will evaluate each proposal strictly in accordance with its content. The Government will not assume that the performance will include areas not specified in the Offeror's proposal. The Government will evaluate the offeror's proposal against the minimum requirements set out in Attachment 4 "Requirements Matrix" to determine whether the proposal is "Acceptable" or "Unacceptable" utilizing the rating and descriptions provided below. An offeror's technical proposal will not be found Acceptable unless all the minimum requirements are found Acceptable. A rating of Unacceptable for any requirement will cause the entire technical proposal to be found Unacceptable and may cause the offeror not to be considered for award.
	3.	The Government may judge a proposal to be unacceptable if the proposal contains statements that do not clearly reveal the Offeror's response or contains statements such as "we will use best commercial practices," "we will use standard procedures," or "we will employ well-known techniques," if used without definition or explanation.
	4.	52.217-5 Evaluation of Options (Jul 1990) Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s). (End of Provision)
	6.	52.252-1 Solicitation Provisions Incorporated by Reference (Feb 1998) This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es): http://farsite.hill.af.mil/ (End of Provision)

Technical Ratings

The Offeror's proposal will be evaluated against the requirements outlined in Attachment 4, Requirement Matrix, to the solicitation to determine whether the proposal is acceptable or unacceptable as described below

	Rating	Description
	Acceptable	Proposal clearly meets the minimum requirements for the solicitation.
	Unacceptable	Proposal does not clearly meet the minimum requirements for the solicitation.